



**HAMILTON COUNTY**  
**LOCAL EMERGENCY PLANNING COMMITTEE**

317 OAK STREET, SUITE 302  
CHATTANOOGA, TENNESSEE 37403  
PHONE: (423) 209-6900 FAX (423) 209-6901

---

**MINUTES**

**LEPC Meeting, March 13, 2002**

A meeting of the Hamilton County Local Emergency Planning Committee (LEPC) was held March 13, 2002 at Wally's Restaurant, 6521 Ringgold Road in East Ridge, Tennessee.

**Those in attendance were:**

Bruce Garner, Chairman, Chattanooga Fire Department  
Larry Martin, Vice Chairman, McKee Foods  
Dane Creel, Vice Chairman, Kraft Foods  
Bob Diehl, ETVI  
David Darnell, First Vice Chairman, BASF Corp.  
David Ballard, Brenntag MidSouth  
Mike Edwards, McKee Foods  
Kevan Parker, HEPACO, Inc.  
Mike Beavers, TVA-Sequoyah  
Chris Young, Atlanta Gas Light  
Randy Snorek, EPB  
Mike James, Marion Environmental  
Chris McCormack, Marion Environmental  
Billy Mullins, TN State Guard  
Ken Gann, East Ridge Fire Dept.  
Vicki Riddle, Velsicol Chemical Corp.  
Denice Thacker, Velsicol Chemical Corp.  
Lori Bachus, TN American Water Company  
David Allen, CONAGRA  
Jon Kavaliunas, CARTA  
Brian D. Lopez-Cepero, Self

Fred Layne, Chattanooga Police Dept.  
Mike Stiner, Norfolk Southern  
Steve Massey, Norfolk Southern

LEPC Meeting Minutes  
March 13, 2002

**Those in attendance: (Cont.)**

Michael Thompson, SYN AIR Corp.  
Mike Poe, SOFIX Corporation  
Wayne Stuntz, Secretary/Treasurer  
Charles Chauncey, RACES  
C. R. Goodner, RACES  
Richard Taylor, TEMA  
Garish Patel, ALCO Chemical  
Caroline Williams, League of Women Voters  
Tim Nance, DPC Enterprises  
John Bennett, JIT Terminal  
Dusty Rominger, W.R. Grace

**Call to Order:**

Chairman Bruce Garner called the meeting to order at 10:38 a.m. and welcomed all in attendance. For the benefit of newcomers, the Chairman asked each person to introduce themselves before proceeding to Old Business.

**Old Business**

The Chairman then asked if everyone had received the minutes for the previous LEPC meeting. All in attendance indicated that they had. The Chairman then asked if members in attendance had a chance to review the minutes of the January meeting and asked if there were any corrections or amendments. Mr. Brian Cepero offered that the minutes had the letters RMP (acronym for Risk Management Plan) superimposed in a couple of places. This was noted by the Secretary who vowed to have it corrected. Motion to approve minutes as written was made by Ms. Caroline Williams and seconded by Mr. Randy Snorek. Minutes approved as written.

The Chairman then asked the Treasurer for the LEPC financial report. Mr. Stuntz had previously disseminated copies of the financial report and informed the committee that it had been reconciled with the most current bank statement of March 21 thru April 18, 2002. He said the current balance of the LEPC Account was \$17,759.83. A copy of the financial report is a matter of LEPC record. The Chairman then asked if there were any questions or comments about the Financial report. Mr. Chauncey asked why we reimbursed the Country Place Restaurant for \$75.00. The Chairman said that when we arranged the lunch at the Country Place Restaurant, we gave them an estimate of the number of attendee's, but a large number of people did not stay for lunch. They prepared

a lot of food that was based on our estimate of about 40 people, of which only about 18 people stayed. We, the executive committee, felt it was only fair to reimburse them for part of the food that was prepared and not consumed.

LEPC Meeting Minutes  
March 13, 2002

## **New Business**

The Chairman then asked for sub-committee reports, starting with the Plans Subcommittee. Mr. Larry Martin said that he went back to the county Web-Master and made some revisions to the Facility Information Survey and after those changes are made, an icon would be placed on the Hamilton County LEPC web site. Facilities can then go to that site, fill out the Survey, and send it to the Secretary. He mentioned that this Survey was similar to the survey of the past and will be extremely helpful to first-responders. Mr. Martin mentioned that the Tier II report format currently on the web site can only be downloaded, filled out, and mailed to the Secretary. He said that they were working to make it available to file on-line like the Survey.

The Chairman invited those present to visit our website. He said you can get there by first typing in "Hamiltontn.gov" and that will bring you to the county web site. You can then type the word "LEPC" in the search window and access the LEPC part of the site. Once at the LEPC site, pull up the Facility Survey and fill it out. The Chairman said that we hope to eventually get everyone to fill it out and make it available to responders. Mr. Garner said the surveys would be held confidential, given the type of details requested in the survey, but this is the type of information that responders would need in the unlikely event they would have to respond to your facility for an incident. This information will be available in hard copy form, but eventually we will have the software where this information will be available electronically to first responders. The Chairman said that we are not to that point yet, but that is partly contingent upon the selection and purchase of software for the Chattanooga Fire Department. The Chairman said that filing the information electronically is a good step forward. Mr. Martin mentioned that over several past meetings the ultimate goal is to have the Emergency Response Plan with responders on a PC so they can take it with them wherever they go. Vice Chair David Darnell suggested that the LEPC website show the link to the Facility Survey form for easy locating. The Secretary said he would look into it.

The Chairman then called on Mr. Darnell to give the Conference Subcommittee report. Mr. Darnell told the committee that there had been some changes in the grant application procedures in the State of Tennessee and some expansion of the grant process in the state. He said that more counties and more regions in the state were urged to apply for the grant and consider doing what we have done for many years in Hamilton County. That's good for LEPCs statewide, but it also meant we had more competition for the grants. Mr. Darnell said that he is happy to tell you that Hamilton County did win out on the application of the grant monies. This will be the 6<sup>th</sup> year in a row for us. He said that one of the things that we try to do make this a service to first responders—people who do this

day-in and day-out whether it is for planning or in the actual response. Mr. Darnell said that one of the things we want to do is reach as many people as we can with this conference. He said that the conference has grown leaps and bounds since 1995,

LEPC Meeting Minutes  
March 13, 2002

developing from a one-day conference to a four-day conference. One of the reasons that it has developed into a four-day conference this year is because of the TRANSCAER Whistle-Stop Tour, which came to Chattanooga in 1994. Mr. Darnell said this is a significant opportunity to dovetail TRANSCAER with this year's conference. He said one obstacle is the timing of the Whistle-Stop Tour, which is in the second week of October. The state's fiscal year ends on Sept 30<sup>th</sup>, so the conference would be past the fiscal year deadline. Officials with Tennessee Emergency Management Agency (TEMA) said that the grant funds had to be spent prior to Sept 15<sup>th</sup>. He said that we were able to get with Budget and Accounting officials here in the County and got approval to pre-spend these funds prior to the conference. Mr. Darnell said that we wanted to be above board in the expenditure of these funds—ethically and legally. He said the pre-conference workshops will start on October 7<sup>th</sup> (Monday) with two full days of training for emergency responders.

Mr. Darnell said the conference itself will kick-off on Wednesday, October 9<sup>th</sup> and with the inclusion of TRANSCAER, run through Friday, October 11<sup>th</sup>. The Conference venue has changed to the Chattanooga Choo-Choo for three main reasons: the conference room is bigger, it's cheaper, and we can include TRANSCAER on the back lot of the Choo Choo.

Mr. Darnell said that he has already been in contact with some world-class speakers that we can hopefully line up for the conference. He then said as Chair of the subcommittee, he has selected the people to work on the conference this year. For Communications and Public Information, he drafted Bruce Garner, for Vendors and Exhibitions, he asked Dusty Rominger to head that part, for Facility Liaison, he picked Jamie Farrow and for Program Speakers, he named Chuck Nichols and Tony Reavley (neither of which were in attendance at this meeting). He said he is also asking Larry Martin and Amy Maxwell to work with our brochures and programs. He said these functions have over the years been found to be crucial in putting on a great conference. He also expressed the hope that others will step up and help with the conference this year.

Mr. Darnell said that the LEPC received \$14,000 this year for the grant, but it takes significantly more than that to pull this conference off for two or three hundred people. He asked for suggestions or recommendations for topics to be discussed at the Conference this year. He said that because of the 9/11 events, the subject matter will change from what it has been in the past. He said there will still be traditional haz-mat training, but there will also be presentations on weapons of mass destruction, bio-terrorism, security at fixed facilities, chemical facilities, and transportation and security issues.

The Chairman said that we need your input and help and he said that he hopes that when you are asked to provide some input, that you will offer it freely.

LEPC Meeting Minutes  
March 13, 2002

The Chairman then called on Jamie Farrow, Chair of the Exercise Subcommittee. Ms. Farrow said for those of you that are new to the Committee, the LEPC always hosts an LEPC exercise. She said the exercise scheduled for November last year was cancelled after due to the attacks on September 11. Ms. Farrow said that we still plan to have hold an LEPC exercise this fall, and it's a great opportunity for facilities to get familiar with local emergency responders. It's also a great opportunity to test your own emergency response plan, so that you will be better prepared for the real thing. Ms. Farrow said that as of yet, no company has volunteered to host an exercise. If interested, you can contact her via e-mail at [jfarrow@bwsc.net](mailto:jfarrow@bwsc.net).

The Chairman then called on Dane Creel of the Programs Subcommittee. Mr. Creel asked the committee to provide comments regarding meeting locations, and he is always open to suggestions for speakers and speaker topics. The Chairman said that we really need your help on this. What kind of speaker programs fit the mission of the LEPC and what would be productive for you as members. If you have any suggestions at all, please contact Mr. Creel.

The Chairman said that Membership Subcommittee Chair Amy Maxwell could not attend today's meeting because of another commitment, but he said she was trying to find companies that that were not members of this LEPC, particularly RMP facilities, and invite them to meetings to get them to join. The Chairman then asked at this point if there were any in attendance at today's meeting who were not members that wished to attend. There being no response to that request, the Chairman then turned the meeting over to Mr. Darnell, who introduced Mr. Mike Stiner of Norfolk Southern.

Mr. Darnell introduced Mr. Stiner as the past Chairman of the National TRANSCAER Committee, and explained that Mr. Stiner is coordinating the Whistle Stop tour through the mid-Atlantic states this year. He thanked Mr. Stiner for coming down and addressing the LEPC.

Mr. Stiner said that he was invited to the meeting today to talk about TRANSCAER and specifically the Whistle Stop Tour. He thanked Mr. Darnell for being the site team leader for the 1994 tour and again for the 2002 Whistle Stop Tour. He said that for those who are not familiar with TRANSCAER, it stands for Transportation Community Awareness and Emergency Response. Mr. Stiner said that since 1992, Norfolk Southern has participated in or sponsored Whistle Stop tours. He said that Norfolk Southern was the primary sponsor for the tour that came through Chattanooga in 1994 and again in 1999. He said that Chattanooga is the first place that the tour has repeated a stop at a location—

one of the reasons was because it was so successful in 1994 and there is such a large degree of support for that type of an event here.

LEPC Meeting Minutes  
March 13, 2002

Mr. Stiner went on to talk about specifics of the tour. He said the tour will hit a lot of stops quickly starting on Oct 7; arrive in Chattanooga on Friday, Oct 11<sup>th</sup> and leave Chattanooga Saturday, Oct 11<sup>th</sup> for Decatur, Alabama.

Mr. Stiner said that it is a public event and everyone is invited. He said that the best place they found to sew the seeds for one of these events is through LEPCs — another reason why Chattanooga was chosen for the Whistle Stop Tour. He said the primary reason for the tour is for Emergency Responders. He said the train will be about 1100 to 1200 feet long with a working locomotive, and a display locomotive, which is where the emergency fuel cut-off switches are—a primary concern for first responders. Mr. Stiner went on to describe other types of cars that will be on the train along with their functions. He said that the tour would probably open up about 9:00 a.m. Friday in Chattanooga and stay open till about 4:00 p.m.—again determined by the Site Coordination team. The tape recording of Mr. Stiner's presentation is on file in case any specifics are needed regarding the Whistle Stop Tour to Chattanooga.

The Chairman thanked Mr. Stiner for his very informative presentation.

### **Other Business**

The Chairman reminded everyone about an e-mail he sent out previously that asked for members to declare their Primary/Alternate representatives with the LEPC. Those who have not named their primary and alternate members need to do so by sending an e-mail with that information to Wayne Stuntz, LEPC Secretary.

The Chairman then asked if there were any other business issues to discuss. Mr. Bob Diehl said that he had heard that there was possible legislation in progress to require a submission fee associated with Tier II submission in the State of Tennessee. Mr. David Darnell said that it was common practice in many states -- maybe as many as 20 -- and even some individual counties outside of their state agencies do require a submission fee. Mr. Diehl suggested that we contact the SERC to check into this.

Speaking of funding, Mr. Garner said that it is about this time of the year that the LEPC mails out a letter to local companies asking for a donation based on the number of chemicals a particular company declares in their Tier II forms. He said that money is used for outreach efforts and the annual conference. Mr. Garner said they would look into the matter about fees for Tier II submissions.

The next meeting was set for Wednesday, May 8, most likely again at Wally's Restaurant in East Ridge. He then asked if there was any other business to discuss. There being none, the meeting was adjourned.